



**CANYON SPRINGS  
JOB OPPORTUNITY BULLETIN  
FOOD MANAGER**

<b>SALARY RANGE PER MONTH:</b>	<b>\$4,420.00 - \$5,532.00</b>
<b>TENURE:</b>	<b>PERMANENT</b>
<b>TIME BASE:</b>	<b>Full Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>DIETARY</b>
<b>FINAL FILING DATE:</b>	<b>UNTIL FILLED</b>

**DESCRIPTION OF DUTIES:** Under the direction of the Business Manager, and consulting with a Registered Dietitian, the Food Manager is responsible for planning, directing and coordinating all food service activities of a 63-bed Intermediate Care Facility/Developmentally Disabled (ICF/DD). Duties are related to both kitchen (food preparation) and dining room (food presentation) environments. Participates as an active member of various committees. May be required to participate in Interdisciplinary Team meetings. **SUPERVISION EXERCISED:** Supervises One (1) Supervising Cook I, three (3) Cook Specialists II and 10 Food Service Technicians. Must meet the requirements of a Dietary Services Supervisor and maintain sufficient strength, agility, endurance and sensory ability to perform the duties specified in the duty statement. Works extended hours and/or varying shifts. Required to travel to DDS Headquarters and other developmental centers/state agencies for training and/or conferences; Maintains a safe, sanitary, and therapeutic environment which protects the dignity, rights, confidentiality, and physical/emotional well being of residents at all times; follows Departmental Policies and Procedures; and performs other duties as assigned.

**WHO MAY APPLY:** Candidates with list, transfer, or reinstatement eligibility will be considered. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Canyon Springs or from the State Personnel Board website [www.spb.ca.gov](http://www.spb.ca.gov). **Faxed or emailed applications will not be accepted.**

**SEND COMPLETED STATE APPLICATION (STD. 678) TO:**

CANYON SPRINGS  
HUMAN RESOURCES – EXAM UNIT  
69-696 RAMON ROAD  
CATHEDRAL CITY, CA 92234  
PHONE: (760) 770-6260

**IMPORTANT: PLEASE INCLUDE THE TITLE ON THE APPLICATION.**

**FINAL FILING DATE: Until Filled**

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."

**STATE OF CALIFORNIA  
DEVELOPMENTAL SERVICES**

**CLASSIFICATION TITLE: Food Manager  
RELEASE DATE: 10/11/16**